

Assigned Time Evaluation Report Guidelines

At the end of each term, ASIR will provide all colleges with reports for each faculty whose workload included assigned time. Each report will include the college, department, faculty name, emplid, assigned time codes and corresponding WTUs for the given term.

Once received, departments should collect the following information from faculty regarding their assigned time duties:

- 1.) What is the main focus of your research/project/duties?
- 2.) Describe the anticipated product of your research/project/duties?
- 3.) What population does your work benefit in terms of the university, college and/or department? How?

Once collected, department chairs should review evaluation reports and submit to the college offices. Final reports will be retained at the college level for five years.

NOTE: If the AT Evaluation report contains errors in the assigned time code reported, a correction can be noted on the report. Faculty workload should be described as performed.